

York/Adams Drug & Alcohol Commission Policy & Procedure Manual	Number: T-4 Policy: Required Trainings
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I. Purpose:

To identify and assure required trainings of YADAC Treatment Service Staff in accordance with the DDAP manuals.

II. Policy:

The following is Required Training for YADAC Treatment Service Staff:

Core Trainings:

All YADAC treatment service staff and their respective supervisors are to be proficient in the execution of the case management functions (that is: screening; level of care assessment and case coordination) and therefore, are required to attend the following trainings/groups within 365 days of hire:

- Addictions 101= 6 hours
- Confidentiality = 6 hours
- Practical Application of Confidentiality Laws & Regulations= 3 hours
- Case Management overview= 6 hours
- Screening and Assessment = 6 hours
- PCPC= 6 hours
- Practical Application of PCPC Criteria = 3 hours
- HIV/AIDS – 6 hours
- TB/STDS/HEP C – 4 hours
- 12 Step Support Group Attendance – 6 hours
- Ethics for the D&A Professional – 6 hours
- Adolescent ASAM – 6 hours

Copies of the training completion certificates from the aforementioned trainings above (totaling 48 hours) can be obtained through the DDAP Training Management System.

Verification of the 6 hours of attendance at the 12 step meetings will also be provided to the supervisor and maintained on file. Verification of 12 step attendance meetings shall be a signed statement on YADAC letterhead by the employee to include the type of 12 step meeting (that is: AA; NA; OA; GA; SLA; Al-Anon; Nar-Anon; etc), the name of the meeting; the date of attendance; and the time attended.

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At the discretion of the YADAC Administrator and/or the YADAC Case Management Supervisor, training exemptions may be made for the Case Management Overview, and the Screening and

Assessment courses, provided that comparable training and educational requirements have been met. LIKEWISE, and at the discretion of the YADAC Administrator and/or the DACMS Supervisor, the YADAC staff may be required to repeat the listed required trainings/groups.

If the YADAC Administrator wishes to be exempted from DDAP core training(s), a written request for the exemption, accompanied by supporting documentation must be submitted to the DDAP Director of Treatment.

At the discretion of the D&A Case Management Supervisor and/or the YADAC Administrator, YADAC staff who have previously conducted screening and assessment and have the Core Trainings prior to November 2003 may not be required to take the following courses: Case Management Overview, Addictions 101, and Screening and Assessment.

At the discretion of the D&A Case Management Specialist Supervisor and/or the YADAC Administrator, YADAC staff who completed the Confidentiality and PCPC training courses prior to November 2003 may not be required to take the related practical application courses.

At the discretion of the D&A Case Management Specialist Supervisor and/or the YADAC Administrator, YADAC staff who have previously attended trainings related to injection drug use may be exempt from repeated annual trainings, provided that supporting documentation is included and placed amongst the completion certificates.

Annual Trainings:

It is required that all YADAC treatment services staff and their respective supervisors acquire (at minimal) 25 hours of training hours annually PLUS 6 hours of 12 step support group meetings. All YADAC treatment service staff will have an individualized training plan developed upon hire and, at minimal, annually. The annual individualized training plan will be created at the start of each new calendar year. The individualized training plan will be reviewed as part of the employee yearly performance evaluation process and at the end of each calendar year.

Prior to the development of an individualized training plan, a training needs assessment will be completed by the employee and reviewed with the immediate supervisor. The training needs assessment subject area recommendations shall include and not be limited to: client recordkeeping; confidentiality; pharmacology; screening; level of care assessment; case coordination; functions of SCA; recovery oriented system of care; disease of addiction; principles of AA, NA, Al-Anon; ethics; substance abuse trends; placement criteria; interaction of addiction and mental illness; interaction of treatment and criminal justice systems; cultural awareness; sexual harassment; relapse prevention; and recovery process. The employee and immediate supervisor have the discretion to expand the subject areas as needed.

Using the completed training needs assessment, the supervisor will develop the individualized training plan for the employee. The individualized training plan will be used as a blueprint for the upcoming year for the employee to plan and coordinate their trainings accordingly.

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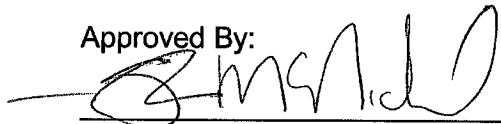
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In addition to the identified 25 hours of DDAP approved trainings per year, 6 hours of 12 step meeting attendance will be included. The final individualized training plan will be signed by the employee and immediate supervisor. As possible, the final individualized training plan shall include proposed dates of training. Ultimately, it is the responsibility of the employee to adhere to the training plan understanding that modifications may occur with the supervisors approval.

Training completion certificates can be obtained through the DDAP Training Management System. Verification of attendance at the 12 step meetings will also be provided to the supervisor and maintained on file. Verification of 12 step attendance meetings shall be a signed statement on YADAC letterhead by the employee to include the type of 12 step meeting (that is: AA; NA; OA; GA; SLA; Al-Anon; Nar-Anon; etc), the name of the meeting; the date of attendance; and the time attended.

Approved By:



YADAC Administrator

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Date